



Proposal #

CATEGORY A NEW COURSE PROPOSAL

Use for new program courses or when pre-requisites/co-requisites for an existing course affect another academic unit

Must be approved by Faculty Senate before Curriculum Committee or Graduate Committee consideration

ATTENTION: Adobe Professional 7 is needed to save as an editable PDF.

Curriculum/Graduate Committee Use:			
_____ 1st Reading	_____ Revised	Date: _____	_____ Tabled
_____ 2nd Reading	_____ Revised	Date: _____	_____ Not approved
Referred to: _____			_____ Withdrawn
		Date: _____	

Course title:

Course subject & no.:

Lecture hours per week: 1 hour per credit
Lab hours per week: 2 hours per credit

Credits:

Grading mode:

(To bold, strikethrough, underline, etc. go to View>Toolbars>Properties Bar)

1. Rationale (include details of prior consultation with other affected academic units):

2. Course content by topic: List main topic areas and apportion lecture and/or lab hours for each topic. Total hours must meet the minimum required hours to support the course credits (12.5 lecture hours per credit; 25 lab hours per credit). For example, a 3-credit lecture class with no lab would need 37.5 hours. Distance delivered courses should indicate the approximate number of hours for students to be involved in each topic (37.5 hours per credit for a lecture type course). For example, a 3-credit distance course with no lab would need a minimum total of 113 student hours. *(If this format does not work for your topics and hours, please see alternate page 2 after signature page).*

Topic	Lec Hrs	Lab Hrs

You must click in the *Totals* boxes for final calculations to appear

Totals		
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3. Academic or technical pre-requisite; technology required for access to course materials

4. List grading criteria that comprise a student's final grade (by percentage or points)

5. Identify (1) required texts (2) optional recommended texts for students, and (3) supplemental references and materials to be made available by the library.

6. List additional space, facilities, or supplies the University is expected to furnish for this course.

Approvals in the order needed:

	Printed Name	Signature	Date
Initiating faculty member:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chair, academic unit:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dean, academic unit:	<input type="text"/>	<input type="text"/>	<input type="text"/>
President, Faculty Senate:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chair, Curriculum or Graduate Committee:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Provost:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Category B New Course Proposal Form

2. Course content by topic: List main topic areas and apportion lecture and/or lab hours for each topic. Total hours must meet the minimum required hours to support the course credits (12.5 lecture hours per credit; 25 lab hours per credit). For example, a 3-credit lecture class with no lab would need 37.5 hours. Distance delivered courses should indicate the approximate number of hours for students to be involved in each topic (37.5 hours per credit for a lecture type course). For example, a 3-credit distance course with no lab would need a minimum total of 113 student hours.

Topic

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You must click in the **Totals** boxes for final calculations to appear

Totals

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Use this page for overflow if content exceeds text field limitations

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